

## ***The City Attorney's Office***

The City Attorney's office is responsible for providing legal services to the City Council, Redevelopment Agency, and City staff. In addition to the City Attorney, the City Attorney's current office configuration consists of one Senior Assistant City Attorney, two Assistant City Attorneys and three Deputy City Attorneys. The City Attorney reports to the City Council and serves at their will. The City Charter permits the hiring of other attorneys to assist the City Attorney. The other Attorneys are also "at-will" employees.

The City Attorney's Office is charged with the following responsibilities:

- Performing research and interpreting and applying laws, court decisions and other legal authority as required; and on the basis thereof, providing legal advice to and on behalf of the City, its officers, boards, commissions and departments with significant emphasis on human resources, public works, police, community development, and building and housing matters.
- Preparing and negotiating, in full coordination and cooperation with administrative staff, ordinances, resolutions, motions, deeds, permits, contracts, leases, memoranda and other legal documents, and assisting administrative staff in the preparation of non-legal documents including official or formal letters, reports, etc.
- Staffing City Council meetings, Planning Commission meetings, Civil Service hearings and meetings, Charter Review Commission, Ethics Commission and the Mobile Home Rent Review Commission.
- Representing the City either directly in court or through the coordination of outside counsel on a wide variety of cases dealing with a full range of legal theories, including tort, contract, trust, criminal (code enforcement) and other specialized statutory theories, and seeking a wide range of remedies, including damages, declaratory relief, injunction, and writs. The litigation-type skills of the Office's attorneys are also used in quasi-judicial settings such as matters before the Civil Service Commission.

- Performing legal work pertaining to property acquisition, property disposal, public improvements and matters relating to public utilities.

## ***The Position***

The City Attorney is seeking a Deputy City Attorney who must possess the following skills:

- Ability to analyze and comprehensively understand complex legal issues and explain them clearly and concisely to laypersons, and to apply legal principles to practical situations in the context of business, economic, social and political considerations.
- Project and extrapolate the direction of future legal developments from existing case and statutory law, and to concisely articulate same.
- Effectively apply, in a litigation, transactional or advisory context, existing and/or extrapolated law to the variety of legal issues facing the City.
- Balance legal, business, public/social policy, and ethical considerations in proposing solutions to problems facing the City.
- Negotiate and write complex agreements (such as disposition and development agreements); regulatory schemes (such as an anti-graffiti ordinance); or public policy statements (such as a sewer connection/annexation policy).
- Fit within the organizational framework of the City Attorney's Office, the City, and the community.
- Has a strong work ethic, and takes the initiative to see assignments to completion, and at the same time be cognizant of the priorities of the Office and its limited resources.
- The ability to work on multiple projects simultaneously and is service oriented and consistent in advice to departments.
- Computer and typing skills, especially in Microsoft Word.

## ***Minimum Qualifications***

The person appointed must be an attorney at law duly licensed as such under the laws of the State of California. Candidates must be law school

graduates, members of the California State Bar and have at least ten years of increasingly responsible general municipal law experience including litigation experience. Experience in redevelopment, public finance, bond issuance, franchise, real property law, tentative maps and land use is preferred, but not required.

## ***Selection Process***

All applications received will be screened based on completeness, education, training, representation of skill levels and experience. Those applicants possessing the most desirable qualifications will be invited to participate in the selection process.

## ***How to Apply***

Applicants should submit an official City application form with a full resume to:

*City of Chula Vista – Human Resources Department  
276 Fourth Avenue  
Chula Vista, CA 91910  
(619) 691-5096*

Assigned staff: Rosa McAlister, Principal Analyst, (619) 409-5926, [rmcalister@ci.chula-vista.ca.us](mailto:rmcalister@ci.chula-vista.ca.us)

**Filing Date: Friday, July 23, 2004**

**Salary and Benefits**  
**Salary: \$107,665 - \$129,834/yr**

**Retirement:** The City contributes the employee's full 8% share to the Public Employees Retirement System (PERS) [3% @ 60]. The City does not participate in Social Security but does participate in Medicare.

**Flexible Benefit Plan:** This position receives \$9,692 annually, from which medical insurance must be purchased for the employee. The remaining money may then be used to purchase a wide variety of non-taxable benefits or receive taxable cash. (The amount will be pro-rated based on plan year and start date.)

**Insurance:** The City provides life and AD&D insurance coverage of \$50,000.

**Long Term Disability:** The City pays the total premium for a short and long-term disability Policy.

**Vacation & Holiday:** This position receives 15 days of vacation for the 1<sup>st</sup> – 15<sup>th</sup> year of service; 20 days for 16 + years of service plus 4 floating holidays and 9 fixed holidays.

**Sick Leave:** Sick leave is accrued at the rate of one day per month, with the option of a cash payment of ¼ of the annual accumulation if 4 days or fewer are used during the year. Beginning sick leave and vacation balances are negotiable.

**Management Leave:** This Senior Manager position receives 80 hours of Management Leave annually which must be used before the end of the fiscal year. Pro-rated based on date of hire.

**Deferred Compensation:** A non-contributory deferred compensation plan is available. In addition, you may choose to participate in the City's 401 (a) plan, which matches 2% of salary.

**Flexible Spending Accounts:** Employees may participate in a Health and/or Dependent Care FSA that will allow them to pre-designate money into these accounts on a pre-tax basis.

### **PRE-PLACEMENT PHYSICAL**

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

### **SMOKING POLICY**

The City of Chula Vista has a smoking policy that prohibits smoking in all City buildings and vehicles.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation contact the Human Resources Department.

### **EMPLOYMENT ELIGIBILITY VERIFICATION**

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract and they may be modified or revoked without notice.

## **The City of Chula Vista**

Founded in 1911, Chula Vista is a beautiful coastal community with a population of over 200,000 located seven miles south of downtown San Diego. In Chula Vista, you will find the best California has to offer including a great year-round climate with smog-free air; 2 marinas with easy access to San Diego Bay for sailing, windsurfing, water skiing, and other water sports; nearby beaches and beautiful foothills and back country with bass fishing in Otay Lake; and opportunities for horseback riding, hiking, and camping.

The City of Chula Vista has 42 parks, three regulation golf courses, two municipal swimming pools, 61 tennis courts, and five community centers. There is a fine school system. Excellent shopping facilities and modern housing are available throughout the City. Chula Vista will continue to develop as a community and has exciting plans for the development of the Bayfront. Located in one of the most beautiful areas of the nation, the City of Chula Vista offers an excellent place to live and work. We are also home to the Olympic Training Center

The City of Chula Vista operates under its own charter with a Council-Manager form of government. The Mayor and four Council members are elected at-large for four year overlapping terms. The City has a long history of political and financial stability. Through careful financial management, the City has built up substantial budget reserves. The City has over 1010 full-time employees and an operating budget of approximately \$122.8 million allocated to the following departments:

City Attorney • Finance • C V Nature Center • City Clerk • Fire • Planning & Building • City Manager • Human Resources • Police • General Services • Conservation & Environmental Services • Community Development • Library • Public Works • Management & Information Services • Recreation

The City of Chula Vista is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, age or disability in employment or in the provision of service.



*Is seeking*

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*Deputy City Attorney  
III*

**Filing Date: Friday, July 23, 2004**

**Recruitment #04-222  
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